

## **EMERGENCY SUPPORT FUNCTION 7 RESOURCE SUPPORT**

**PRIMARY AGENCY:** Washington State Department of General Administration

**SUPPORT AGENCIES:** Washington State Department of Agriculture  
Washington State Department of Corrections  
Washington State Department of Health  
Washington State Department of Information Services  
Washington State Department of Labor and Industries  
Washington State Department of Licensing  
Washington State Military Department  
Emergency Management Division  
National Guard  
Washington State Department of Natural Resources  
Washington State Patrol  
Washington State Department of Personnel  
Washington State Department of Retirement Systems  
Washington State Department of Transportation  
Washington State Office of Financial Management  
Washington State Office of the State Treasurer  
Washington State Parks and Recreation Commission  
All Other State Agencies  
American Red Cross  
Volunteer Organizations  
Private Sector

### **I. INTRODUCTION**

#### **A. Purpose**

The purpose of this Emergency Support Function (ESF) is to provide logistical and resource support following an emergency or disaster.

#### **B. Scope**

Resource support involves the provision of services, personnel, commodities, and facilities to state and local jurisdictions during the response and recovery phases of an emergency or disaster. This includes emergency relief supplies, office space procurement, office equipment, office supplies, contracting services, transportation services, and personnel required to support emergency activities.

### **II. POLICIES**

The Department of General Administration (GA) will operate under existing authorities and regulations.

### III. SITUATION

#### A. Emergency/Disaster Conditions and Hazards

A significant emergency or disaster will severely damage and limit access to the resource infrastructure as we know it today.

See the *Comprehensive Emergency Management Plan (CEMP)* - Basic Plan and the *Hazard Identification and Vulnerability Assessment (HIVA)*.

#### B. Planning Assumptions

1. The state's support of response to the emergency or disaster will be severely impacted.
2. Normal forms of communications will be severely interrupted during the early phases of an emergency or disaster.
3. Transportation to affected areas will be interrupted due to damage to roads, bridges, airports, and other transportation means.
4. Following an emergency or disaster, there may be a need to provide resources, goods, and services to the affected areas. If donated goods and services are provided to the state, the Washington State Military Department, Emergency Management Division (EMD), is responsible to manage these, as part of ESF 7, Appendix 1, Donated Goods and Services Management Plan.
5. The management and logistics of resource support is highly situational and is dependent upon flexibility and adaptability.

### IV. CONCEPT OF OPERATIONS

#### A. General

1. This ESF will be implemented upon notification of an impending or occurring major emergency or disaster. Implementation of this ESF will activate its support to all other ESFs.
2. Actions undertaken by this ESF will be coordinated with local jurisdiction emergency managers. Local jurisdictions will expend all available resources prior to seeking assistance through the state EMD.

#### B. Organization

1. GA, Division of State services will coordinate and direct this ESF for small or isolated emergencies or disasters.
2. EMD is responsible for coordinating the management and logistical support of donated goods, services and funds as part of ESF 7, Appendix

1, Donated Goods and Services Management Plan, in a larger scale emergencies or disasters.

### **C. Procedures**

1. All resource requests will be received and processed through the state Emergency Operations Center (EOC).
2. Resource requests will be evaluated by the State Agency Emergency/Disaster Liaison Coordinator, assigned a mission number, and then assigned to the proper agency or division for task completion. It will be the responsibility of the coordinator to track the status of mission requests from assignment to completion.
3. Existing agency procedures for purchasing during an emergency or disaster will be followed in accordance with RCW 43.19.200.

### **D. Mitigation Activities**

#### **1. Primary Agencies**

##### **Washington State Department of General Administration**

- a. Works with support agencies and GA's division assistant directors to establish and review departmental roles and responsibilities for preparedness, and for providing resource support during the response and recovery phases of an emergency or disaster.
- b. Participates in emergency management ESF 7 training at the local jurisdiction, state, and federal levels.
- c. Identifies essential office space requirements.
- d. Identifies leasing requirements for state-owned or state-leased facilities.

#### **2. Support Agencies**

**Washington State Departments of Agriculture, Corrections, Health, Information Services, Labor and Industries, Licensing, Military Department, Natural Resources, Personnel, Washington State Patrol, Transportation, Offices of Financial Management and State Treasurer, Parks and Recreation Commission American Red Cross, Volunteer Organizations, and the Private Sector**

Develops an agency CEMP to identify internal resource needs and to identify resources that can be provided to local jurisdictions and state agencies during response and recovery phases of an emergency or disaster event. A needs assessment for internal and external resources should, at minimum, identify the following:

- a. Essential personnel and staffing for internal and external support requirements.
- b. Emergency supplies needed for personnel.
- c. Essential records, equipment, and office supply needs.
- d. Essential office space requirements.
- e. Potential liability issues and appropriate insurance levels to state agencies.
- f. Additional transportation requirements in support of an emergency or disaster.
- g. Prioritized internal activities that may require GA's assistance in an emergency or disaster.

### **3. All Other State Agencies**

Develop agency CEMPs to identify internal resource needs and to identify resources that can be provided to local jurisdictions and state agencies during response and recovery phases of an emergency or disaster events. A needs assessment for internal and external resources should, at minimum, identify the following:

- a. Essential personnel and staffing for internal and external support requirements.
- b. Emergency supplies needed for personnel.
- c. Essential records, equipment, and office supply needs.
- e. Essential office space requirements.
- f. Additional transportation requirements in support of an emergency or disaster.
- g. Prioritized internal activities that may require GA's assistance in an emergency or disaster.

## **E. Preparedness Activities**

### **1. Primary Agency**

#### **Washington State Department of General Administration**

- a. Conducts emergency management training with ESF 7 support agencies and GA divisions.

- b. Coordinates a back-up plan for staffing the state EOC in the event that designated staff are unavailable to respond.
- c. Participates in emergency management training, drills, and exercises at the local jurisdiction, state, and federal levels.
- d. Develops procedures to expedite emergency leasing requirements for state-owned or state-leased facilities.
- e. Identifies, develops, creates, and prioritizes an inventory list for essential resource requirements in an emergency or disaster in support of ESF 7.

## **2. Support Agencies**

**Washington State Departments of Agriculture, Corrections, Health, Information Services, Labor and Industries, Licensing, Military Department, Natural Resources, Personnel, Washington State Patrol, Transportation, Offices of Financial management and State Treasurer, Parks and Recreation Commission, American Red Cross, Volunteer Organizations, and the Private Sector**

- a. Participates in emergency management training, drills, and exercises to further develop understanding of roles and responsibilities of agencies or divisions during an emergency or disaster.
- b. Identifies, develops, and prioritizes an inventory list for essential support agency resource requirements in an emergency or disaster.

## **3. All Other State Agencies**

- a. Participate in emergency management training, drills, and exercises to further develop understanding of roles and responsibilities of agencies or divisions during an emergency or disaster.
- b. Identify, develop, create, and prioritize an inventory list for essential support agency resource requirements in an emergency or disaster.

## **F. Response Activities**

### **1. Primary Agency**

**Washington State Department of General Administration**

#### **a. State Motor Pool**

Provides appropriate motor vehicles to the state EMD, and other agencies on a priority basis during an emergency or disaster.

**b. State Motor Pool/Surplus Programs**

Staffs the state EOC, on request.

**c. Surplus Programs/Materials Management Center**

(1) Assists in the state EOC with coordinating emergency or disaster donated goods and services.

(2) Assists with personnel issues during an emergency or disaster event at the EOC.

(3) Provides state warehousing facilities and equipment, as appropriate, during the response and recovery phases.

**d. Real Estate Services**

(1) Coordinates relocation of state-owned offices, Capitol Campus buildings, and facilities under the GA's control, and acquisition of new space as necessary.

(2) Assists with relocation of leased state office buildings and facilities, not under the GA's control, if resources permit.

**e. Public Information Office**

Hosts all dignitaries visiting the emergency or disaster site in conjunction with the state EOC.

**f. Office of State Procurement**

Provides supplemental purchasing and contract support for goods and services.

**g. Washington State Office of Financial Management**

Assists local jurisdictions and state agencies with disaster claims filing.

**2. Support Agencies**

**All Support Agencies - General**

Provide supplemental resources to local jurisdictions and state agencies to assist in the response phase of emergency or disaster operations, as requested.

**a. Washington State Department of Agriculture**

(1) Provides personnel and equipment for emergency or disaster work in support of this ESF.

- (2) Conducts inspections of disaster relief food related supplies to assure that they meet state requirements.

**b. Washington State Department of Corrections**

- (1) Provides minimum-security inmate personnel for sandbagging, evacuation assistance, firefighting crews, and other emergency or disaster work.
- (2) Provides shelter for emergency or disaster victims at correction facilities, as possible.
- (3) Provides public information officer support to the Office of the Governor, the state EMD, the state EOC, or the lead state response agency during response and recovery activities.
- (4) Provides personnel and equipment to assist the Washington State Patrol with special assignments.
- (5) Coordinates the documentation and reporting of emergency disaster-related expenditures to qualify for state or federal reimbursement.
- (6) Coordinates Project Worksheet Team activities at affected facilities.

**c. Washington State Department of Labor and Industries**

- (1) Assures that any site selection and personnel areas meet state work place safety standards in support of this ESF.
- (2) Assures that work site conditions are in compliance with state standards.

**d. Washington State Military Department**

**(1) Emergency Management Division**

- (a) Prioritizes mission requirements in support of ESF 7, and potentially other ESFs, activated by an emergency or disaster.
- (b) Provides communications links and hot lines for the GA resource support and services, as requested.
- (c) Implements a public information and public education strategy that clearly defines the resource support needs of state agencies and local jurisdictions, and how to support the program.

**(2) National Guard**

- (a) Provides available armories, tents, and other equipment, as requested.
- (b) Provides limited air and land transportation for personnel and equipment.

**e. Washington State Department of Natural Resources**

- (1) Provides requested emergency air and ground transportation for emergency personnel and equipment, when available.
- (2) Provides heavy equipment (bulldozers, trucks, etc.).
- (3) Provides aerial reconnaissance, as required and available.

**f. Washington State Parks and Recreation Commission**

Makes state park facilities available as assembly, relocation, and dispatch areas for emergency or disaster operations, mass care, and temporary housing.

**g. Washington State Patrol**

Provides road closure information.

**h. Washington State Department of Transportation**

- (1) Provides information regarding road closures and accessibility to and from disaster area.
- (2) Provides transportation route evaluation and resources.

**i. Washington State Departments of Health, Information Services, Licensing, Personnel, Office of Financial Management, and the Office of the State Treasurer**

Makes available and provides resource support services, personnel, equipment, technical support services, information, and advisory assistance to local jurisdictions and state agencies, as requested.

**j. American Red Cross, Volunteer Organizations and Private Sector**



Provide resources to local jurisdictions and state agencies to assist in the response and recovery phases of emergency or disaster operations.

**k. All Other State Agencies**

Provide supplemental resources to local jurisdictions and state agencies to assist in the response phase of emergency or disaster operations, as requested.

**G. Recovery Activities**

**1. Primary Agency**

**Washington State Department of General Administration**

- a. Continue to support response and recovery transition activities, as required.
- b. Follow appropriate policies and procedures in completing required documentation to justify emergency services, purchases, or expenditures.
- c. Revise procedures based on lessons learned from the emergency or disaster.

**2. Support Agencies**

**Washington State Departments of Agriculture, Corrections, Health, Information Services, Labor and Industries, Licensing, Military Department - Emergency Management Division, Natural Resources, Personnel, Washington State Patrol, Transportation, Offices of Financial Management and State Treasurer, Parks and Recreation Commission, American Red Cross, Volunteer Organizations, and the Private Sector**

- a. Continue to support response and recovery transition activities, as required.
- b. Revise procedures based on lessons learned from the emergency or disaster.

**3. All Other State Agencies**

- a. Continue to support response and recovery transition activities, as required.
- b. Revise procedures based on lessons learned from the emergency or disaster.

## **V. RESPONSIBILITIES**

### **A. Primary Agency**

#### **Washington State Department of General Administration**

Coordinates required logistical and resource support.

### **B. Support Agencies**

**Washington State Departments of Agriculture, Corrections, Health, Information Services, Labor and Industries, Licensing, Military Department, Natural Resources, Personnel, Washington State Patrol, Transportation, Offices of Financial Management and State Treasurer, Parks and Recreation Commission, American Red Cross, Volunteer Organizations, and the Private Sector**

- (1) Support internal agency resource requirements in an emergency or disaster.
- (2) Support GA in the accomplishment of ESF 7.
- (3) Support the state EMD, in the accomplishments of ESF 7, Appendix 1, Donated Goods and Services Management Plan.

### **C. All Other State Agencies**

- (1) Support internal agency resource requirements in an emergency or disaster.
- (2) Support GA in the accomplishment of ESF 7 with external resources.
- (3) Support the state EMD, in the accomplishments of ESF 7, Appendix 1, Donated Goods and Services Management Plan.

## **VI. RESOURCE REQUIREMENTS**

- A. Resources required by this ESF will be established in coordination with support agencies.
- B. Resources will be taken from current state stock first, then from commercial vendors.

## **VII. REFERENCES**

RCW 43.19.200.

**VIII. DEFINITIONS AND ACRONYMS**

None.

**IX. APPENDIX**

Appendix 1, Undesignated Donated Goods and Services Management Plan

Appendix 2, Voluntary Agency Resource Support